



**NATIONAL LAW SCHOOL
OF INDIA REVIEW**

STYLE GUIDE

2018

NOTE ABOUT THIS GUIDE

This Guide is intended to establish uniformity among the articles published in an individual issue of the *National Law School of India Review* and to create a precedent style for the future editions. All authors are requested to follow this Guide while preparing their manuscripts.

I. GENERAL

1. Use British spelling conventions as set out in the current edition of the *Oxford English Dictionary*.
2. Spell out all acronyms and short forms on first reference in parentheses. Use these acronyms or short forms in all cases afterward. You are advised to use short forms for terms that occur frequently in the article. Please refrain from using terms such as ‘hereinafter’ within the parentheses and do not use periods or acronyms in these short forms. For example:
 - First Reference *for acronyms*: United States of America (‘USA’).
 - First Reference *for short forms*: The Protection of Plant Varieties and Farmers’ Rights Act (‘the Act’).
3. Italicize names of cases, publications, books, emphasized words, works of art, and uncommon foreign words (including legal Latin phrases like *locus standi*). For example:
 - *Donoghue v. Stevenson*.
 - The *National Law School of India Law Review*, instead of the National Law School of India Review.
 - *Prima facie*, instead of prima facie.

II. PUNCTUATION

1. Use the Oxford or serial comma for a series of three or more elements. For example, use blue, violet, or purple instead of blue, violet or purple.
2. Quotation marks:
 - (a) For terms highlighted to be used in a specified manner, please use single quotation marks.
 - (b) All extracts should be included within double quotation marks. Any extract longer than 50 words or three lines should be indented by 1 inch from the both sides of the margin.
 - (c) While attributing a quote to a speaker, use a comma between the verb of expression and the quote. For example: she said that, “the accused should be summoned”, instead of she said that “the accused should be summoned”.
3. Use hyphens (-) to separate a compound word or words with suffixes/prefixes, and use em dash (—) to denote a strong break in the structure of the sentence. For example:
 - pre-existing notions
 - After months of deliberation, the jurors reached a unanimous verdict—guilty.
4. Ellipses:

- (a) Use ellipses with three dots to denote omissions. For example: “the punishment is warranted because...it is considered appropriate”.
- (b) Do not use ellipses at the end of quoted material unless it is important to show that the quote continues.
- 5. All reference marks for footnotes in the main text should appear after the punctuation (periods, commas, quotation marks) and not before it. For example: “the competition ended”.¹ instead of “the competition ended¹.”
- 6. If the material inside of parentheses is a full sentence, put punctuation inside. If not, the punctuation should be placed outside the parentheses.

III. NUMBERS

- 1. Numbers between one and ninety-nine and multiples of hundred, thousand or millions and so on should be written in words. For example, “the **two people** cracked the **one million** deal”.
- 2. Percentages should be written in digits, followed by the ‘%’ symbol.
- 3. For numbers appearing at the beginning of a sentence, treat it as if it were anywhere else in the sentence. Do not use a digit simply because it appears as the first word in the sentence.
- 4. Dates should be written as June 18, 2018.
- 5. All other measurements, including monetary amounts should appear in numerals instead of words.
- 6. Numbers with a decimal value should appear in numerals instead of words. For example, “this amendment Bill is version **2.0** of the Act.”

IV. TEXT FORMATTING

- 1. Main text should appear in Times New Roman, Size 12, and 1.5 line spacing.
- 2. The footnotes should appear in Times New Roman, Size 10, and single line spacing.

V. HEADINGS

For better structure, different levels of headings may be used. It is advisable to restrict these to three levels generally, excepting special circumstances where a fourth level may be used. These levels should be numbered and formatted as follows:

I. HEADING I (BOLD, UNDERLINED, SMALL CAPITALS, CENTER ALIGNED, TIMES NEW ROMAN SIZE 12)

A. Heading 2 (Bold, Left Aligned, Times New Roman Size 12)

- 1. *Heading 3 (Italicized, Left Aligned, Underlined, Times New Roman Size 12)*

(a) Heading 4 (Left Aligned, Times New Roman Size 12)

VI. REFERENCES AND CITATIONS

1. Please use 'OSCOLA' (Oxford University Standard for the Citation of Legal Authorities) (4th edn.) for all citations.
2. If a case has been named in the main text of the article, the footnote should only have the case citation. If this case is used repeatedly, a short form may be given at first reference as explained in Rule I.(2). This can be done for cases appearing either in the main text or the footnotes, or in both. For example:
Main text: *Gobind v. State of Madhya Pradesh*,¹ decided in 1975, marks the watershed moment for Indian privacy law in the Constitution.
Footnote: 1. (1975) 2 SCC 148 (*Gobind*).
3. It is advised to pin cite a reference as far as possible.
4. For Indian cases, use All India Reporter (AIR), Supreme Court Cases (SCC), and Supreme Court Reporter (SCR) citations as far as possible.
5. Hyperlinks to an online citation must be removed. Only the text of the link should be retained.